

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Officer, OTE
1026 CofC

EXTENSION

NO.

OTE 81-1105

DATE

14 October 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DTE

10/14 10/14 B.

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EXO/DDA
7D24, HQS.

15 OCT 1981 11/9 BA

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81-2062/2

OTE 81-1105

14 October 1981

MEMORANDUM FOR: Executive Officer, DDA

VIA: Director of Training and Education

FROM: 
Executive Officer, OTE

SUBJECT: Official Transportation During Snow Emergencies

REFERENCE: Your Memorandum (DD/A 81-2062/1), dated 9 October 1981,
Same Subject

The Office of Training and Education has no requirement for official transportation during snow emergencies. The Director of Training and Education lives within walking distance of the Chamber of Commerce Building as do several other OTE officers.



STAT

9 OCT 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

STAT FROM:
Executive Officer to the DDA

SUBJECT: Official Transportation During Snow Emergencies

1. The Logistics Services Division (LSD/OL) is currently in the process of updating its emergency transportation plan which is to be implemented in the event weather conditions render public transportation immobile. It is requested that you submit a listing of essential individuals in your component who might require official transportation during snow emergencies. Also provide the name and home telephone number of your designated contact officer who will be notified when the emergency transportation plan is implemented. Each individual on your list should be advised that it will be his or her responsibility to contact LSD on and request this service.

2. Please bear in mind while compiling your list that resources available to LSD in terms of drivers and vehicles equipped to cope with extremely hazardous road conditions are severely limited and are subject to the same constraints that frequently immobilize other forms of transportation. Your list should, therefore, be limited to those individuals who are absolutely essential to the continuing operation of the Agency and live within the close vicinity of the Headquarters Building.

3. It is requested that your list be forwarded complete with name, title, address, and home telephone number to this Office by 20 October 1981.



STAT

SUBJECT: Official Transportation During Snow Emergencies

EO/DDA/ba(8Oct81

Distribution:

Orig - D/CO

1 - Each Add'l Adse

1 - EO Chrono

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